

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**

**DEPARTMENT OF CORRECTIONS**  
*An Equal Opportunity Employer*

August 5, 2008

<b>Job Title:</b> Juvenile Re-entry/Aftercare Coordinator	<b>Position No.:</b> 39702
<b>Division:</b> Youth Services Division	<b>Pay Band:</b> 6
<b>Location:</b> Riverside	<b>Bargaining Unit:</b> Yes
<b>Status:</b> Full-Time	<b>Supplement:</b> Yes
<b>Salary:</b> \$16.447	<b>Shift:</b> To be determined
<b>Benefits:</b> State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.	

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources

P.O. Box 201301

1539 11th Ave.,

Helena, MT 59620-1301

**fax to** (406)444- 4551

**email to** [hrcen@mt.gov](mailto:hrcen@mt.gov)

**No later than 5:00 p.m., August 19, 2008.**

Application materials are available on the web at [www.cor.mt.gov](http://www.cor.mt.gov). Try our on-line application process at this link.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. The Department of Corrections is a smoke free agency.

**Typical Duties:**

Collect, track and interpret information and data; and interpret case developments

- Collect share information among Facility caseworkers, Juvenile Parole Officers and Community Teams;
- Accumulate and maintain information on community resources by coordinating with employment, education, therapeutic, faith based and medical resources.
- Report outcomes of program in approved format to assist administrators in making program decisions.

Counsel youth, interpret and communicate case information

- Counsel and inform youth about re-entry to the community using accepted counseling modalities, understanding of various assessment tools, knowledge of the youth correctional system, knowledge of community resources and knowledge of youth's case to optimize the youth's chance of success.
- Prepare written reports (different from those written by facility social workers) relative to Juvenile's treatment needs and progress by interviewing all pertinent individuals
- Research offender's case history in preparation for court testimony by studying available case information and by preparing with attorneys, Juvenile Probation and/or Juvenile Probation Officers and others, for possible court appearance.

Coordinate re-entry

- Inform community members about Juvenile Correctional services
  - Initiate contact with Juvenile Parole Officers and appropriate community resources for youth, matching youth's needs with available resources and tailored support systems.
  - Coordinate meetings including client, Juvenile Parole Officer, Support team members, and placement providers using knowledge of resources, laws, correctional organization and skills in communication to formulate the individualized re-entry plan.
  - Travel (in and out of state as necessary) to community agencies and resources, visit Parole Officers, offender's family members, victims and victim services representatives, and proposed placements to develop and maintain a network of services to meet the individual needs of youth.
- **May be required to work flexible shifts to enhance services to youth.**

**Qualifications:**

Knowledge: Working knowledge and application of principles and practices of Correctional intervention, youth assessment, basic counseling skills, time and case management, principles of dealing with emotionally disturbed, chemically dependent, sexual and delinquent offenders; crisis resolution techniques, Departmental and Juvenile Division policy and mission. The incumbent will need to maintain training as required by ACA guidelines and Department and Divisional policies.

Skills: Incumbent must possess skills in interpreting information and applying the interpretation in order to coordinate and develop the most appropriate re-entry plan for youth. Incumbent must possess excellent communication skills, organizational and time management skills.

Abilities: Incumbent needs effective communication abilities, and ability to work cooperatively with a wide variety of individuals including offenders, offender's family members, foster parents and professionals. Incumbent must be able to demonstrate the ability to transport potentially violent youth to sites in and out of Montana safely and following pertinent laws and policies.

**Education and Experience:**

Education and experience needed for this position is a combination of education equivalent to a bachelor's Degree in Social Work or a related behavioral science and three years experience in a clinical or institutional setting, two (2) years dealing with delinquent youth. Incumbent must maintain a valid Montana Driver's License.

Equipment generally used in this position includes:

- Office equipment such as telephone, computer, fax and copier.
- Audio visual aids, video recorder, audio recorder,
- Self-contained breathing apparatus, personal alarms
- Mechanical restraints
- Automobile
- Two-way radio
- "Control panels" in housing units

## THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\***

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_      Jurisdiction: \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_